

***REQUEST FOR SUBMITTAL OF PROPOSALS
FOR THE DESIGN OF A NEW COMMUNITY CENTER
AND OUTDOOR POOL FACILITY
AT GAISMAN PARK***

Purpose: The City of Memphis is requesting proposals from qualified firms to provide architectural/engineering design, and selected construction administration services for a new community center and outdoor pool facility at Gaisman Park, located at 4223 Macon.

Project Description: This project entails the design and construction of a state-of-the-art community center and outdoor pool facility to serve the needs of the Park Services Division. This user-friendly facility will replace the existing community center and pool located at the site and will have amenities consistent with other new City of Memphis community centers. The community center will be designed with approximately 45,000 square feet and the outdoor pool (including bath house and deck area) will be designed with an approximately total of 23,000 square feet based on the Glenview or Ed Rice Outdoor Pool prototype design.

The projected budget for this project is \$10,000,000.00

Background: The Building Design and Construction (BD&C) Department of the City of Memphis will administer this project. The BD&C staff as the owner's representative, the staff of the Park Services Division, along with the Architect, will work as a cohesive team throughout all phases of the project. Each entity will provide needed expertise in their respective areas for the successful completion of this project. The goal of the team will be to establish design solutions that satisfy the program and that are attractive, functional, efficient and cost effective and within budget.

Design Philosophy: The Building Design & Construction Department seeks the highest quality of design on every project. The design of City of Memphis projects must be guided by a civic consciousness and social responsibility in order to provide facilities that exemplify accessible municipal government and inspire pride in the City. A cost effective design approach incorporating life-cycle analysis in the selection of materials and systems is required on all City projects.

Scope of Services: The successful candidate will provide full design services from programming, schematic design, to production of construction documents. Documents must be comprehensive, clearly detailed and well-coordinated across trades. The Consultant's design shall coordinate the work of all of the disciplines necessary to complete the project. Detailed investigation of various HVAC and lighting systems that will provide proper ventilation and illumination for a facility of this nature will be required. The successful candidate will assist the BD&C Project Manager with advertising and award of a competitively bid construction contract and performance of selected construction administrative functions.

FF&E / Information Technology requirements shall be part of the A/E design contract and the General Contractor shall be responsible to construct, furnish, and install these items as part of the construction

contract. It must be clear that the drawings and specifications must call out FF&E / IT items with submittals to be approved by Building Design & Construction and the Park Services division. This will be a turnkey project.

Eligibility: The lead firm in the design team must be a local (City of Memphis or Shelby County) architectural design firm or joint venture of local firms with the capability of performing the majority of the architectural design and production work with its own in-house staff. There are no geographic restrictions on the remaining members of the design team.

Factors in Selection:

- Overall capability and experience of the design team members
- Specific experience in the design of large public recreation facilities
- Specific experience in the design of outdoor swimming pools, gymnasiums, general activity rooms
- Specific experience of the mechanical, electrical, and structural consultants
- Specific experience and position in the firm of key individuals to be involved with the project
- Meeting or exceeding City of Memphis Minority Business Enterprise goals as assigned to this contract

Design Contract Conditions: The successful candidate will be expected to sign a City of Memphis negotiated contract on a lump sum basis.

The design contract will be subject to the requirements of the City of Memphis Ordinance #4388, which establishes the Minority and Women Business Enterprise Procurement Program. It is up to the candidate submitting the proposal to see that all requirements of this ordinance are met. The goal of the M/WBE Program is to increase the participation of M/WBEs in the Owner's purchasing activities. Toward achieving this objective, the M/WBE participation goal for the design services on this project is **10%**.

The percentage of M/WBE participation is defined as the dollar value of sub-consultants' contracts awarded to certified minority business enterprises divided by the total proposed amount. To be a qualified M/WBE firm, the firm **MUST BE CERTIFIED BY THE CITY OF MEMPHIS**. To verify that a firm is certified for this requirement, the following individual may be contacted:

Ms. Carlee McCullough
City of Memphis
Contract Compliance Office
125 N. Main Street
Memphis, TN 38103
Telephone (901)576-6210

Format/Content of Proposals:

Format: Submittals shall be on 8-1/2 x 11 inch sheets (fold-out sheets permitted) contained in one loose-leaf binder not greater than 2" in thickness. Seven (7) copies shall be submitted. Proposals will not be returned. *Proposals not conforming to the required format will not be considered.*

Content: As a minimum, proposals shall contain the following:

- An Organizational Chart showing the team's member firms (if more than one).
The chart should show the individuals who will be team members and will include:
Lead architectural firm(s) Specialty sub-consultants may include:
Other architectural firm(s) aquatics consultant, recreation consult.

HVAC consultant(s)
Electrical consultant(s)
Structural consultant(s)
Construction Administrator

- Information on each of the above firm/individuals discussing their general and specific experience on a project of this nature and scale. If there is more than one architectural firm involved, a discussion of the role of each firm should be included.
- A one page resume' of key individuals who will have a role on the design team should be included.
- Photographs of representative work of the team members should be included.
- References of recent projects of similar type and scope should be included.
- Identification of minority and women owned firms included on the design team and a description of their respective roles on the project.

Submittal Schedule: Proposals should be addressed to:

Mr. Mel L. Scheuerman, AIA
Administrator, Building Design & Construction
City of Memphis
125 N. Main Street, Room 554
Memphis, TN 38103

Proposals should be received in room 554 no later than 3:00p.m. on November 4, 2005

Method of Selection: Proposals will be reviewed by a committee of the owner's representatives, who will make a recommendation for selection. Candidates may be invited for an interview if it is deemed necessary. All candidates submitting proposals will be notified when a final selection has been made.

Reservations: The City of Memphis reserves the right to reject any and all proposals, to waive any informality in proposals, and to negotiate changes in the scope of services to be provided.